



Computer Classes

New computer classes for Seniors, will begin on Monday, September 29, 2014 through December 12, 2014, at the time and locations listed below. **If you are interested in attending a class, please fill out and leave the attached “Enrollment Sheet” with the Senior Coordinator, at the Recreation Center, where you would like to take the class.**

Note the following: ***If you took a class the last session, you still need to submit another enrollment form.**

*New students will have first priority in Basic Classes on a “first-come, first serve basis”

*Basic students from last session will have first priority in Advance Classes, on “a first-come, first-serve” basis

*Crafty Computer II- Requires **that the student must have completed Advance Computers;** (maybe required to show SPAR Advance Certificate). Flash drive is also a requirement

Basic Computer Classes

Basic Computer Classes will consist of functions of the mouse; developing an e-mail address; reply and forwarding an e-mail message; creating address books; surfing the Internet; Basic Microsoft Word; making labels; making business cards; and much, much more!!!!!!!!!!!!

Place

Lakeside
Southern Hills
Airport Park
David Raines

Time & Day

Monday 9:00-11:00
Tuesday 9:00-11:00
Thursday 9:00-11:00
Thursday 9:00- 11:00

Instructor

S. Hunter
H. Hart
H. Hart
S. Hunter

Advance Computer Classes

Advance Computer Classes is a continuation of Basic Computer and will consist of inserting, copying and pasting; making charts; scanning; balancing check books, basic Microsoft Power Point- developing presentations; and making "slide shows" and much, much, more!!!!!!!!!!!!!!

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Bill Cockrell	Monday 9:00- 11:00	H. Hart
Hattie Perry	Wednesday 9:00- 11:00	H. Hart
A. B. Palmer	Friday 9:00-11:00	H. Hart
Valencia	Friday 9:00- 11:00	S. Hunter

Crafty Computer 102

In this class you will learn how to make crafts using the computer, such as: personal mouse pads, canvas bags, personal night lights, collages, resizing pictures, decorative cuff links and/or tie pins and much, much more. **Must have completed Advanced Computers** and preferably Crafty Computer 101; and have a flash drive at 4GB or above.

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
David Raines	Wednesday 9-11	S. Hunter

Please submit enrollment applications at the Recreation Center where you want to take the class. (September 23, 2014 is the last day that applications will be taken for this session, on a first-come-first-serve basis).

***You will be notified if you are accepted in the class.**

(For additional information contact Camille B. Webb, Senior Programs Supervisor, at 673-7845, or the Center where you want to take the class)

Center Phone Numbers

A. B. Palmer 673-5336	Airport Park 673-7803	Hattie Perry 673-7810
Bill Cockrell 629-4185	David Raines 673-5342	Valencia 673-6433
Lakeside 673-7813	Southern Hills 673- 7818	